

This is the King County Personal Property Affidavit for reporting business assets. Please call the phone number listed at the bottom of the page if you have questions or need help completing the form.

King County Department of Assessments
Scott Noble, Assessor

General Information	Instructions and Categories	Taxpayer Information	Business Property	Other Property	Formerly Leased	Leased Property	Building Improvements
This page has instructions for completing the form as well as general information about the assessment process.	General instructions and an abbreviated category code listing appear here.	The account’s name and address appear here with room for updates. Ownership and operation status changes may also be shown here	Business assets listed in prior years are shown with room to update.	Report property which is to be valued using special state schedules here.	Items once leased, but now owned, are shown here with room for updates. Newly purchased formerly leased items need to listed here.	Show assets that you lease, rent, or borrow on this page, along with contact information for the parties from whom you are leasing, renting, or borrowing the equipment.	Description and cost of building and leasehold improvements are shown with room for updates.

Summary of the Assessment Process

State law requires that property used in a business on January 1 be reported to the county assessor in that year. This form is for providing this information. Deadline for returning the completed form is April 30, as per RCW 84.40.185 and WAC 458.12.070.

Taxable property includes land and things permanently attached to it and personal property which is not exempt from taxation. In this state, personal property includes assets used to conduct a business operation, not items obtained for personal use. Personal property typically is movable; for example, desks, computers, file cabinets, etc.

Failure to file this affidavit by April 30th will result in a failure to file penalty, unless it is shown that such failure is due to good cause. This penalty is five percent of the amount of such tax, not to exceed twenty-five percent (RCW 84.40.130).

Assets’ description, acquisition year and cost are needed to determine the assessed value of the property. The reported cost amount should be the value the property could be

bought and sold for between a willing buyer and seller. The assessed value is used to calculate property taxes for the property.

A value notice is sent when the property’s assessment is made. You should review the value on the notice and notify us if you believe it is incorrect. The sooner this is done, the easier it is to correct. Our appraisers will review the assessment with you and process needed changes.

An appeal can be filed if the assessment is thought to be incorrect or excessive. Appeals must be filed with the county’s Board of Equalization by July 1 of the assessment year, or no later than 60 days after the notice is mailed, whichever date is later (WAC 458.141.056). Appeals filed after that date will not be accepted.

A tax bill for the value on the notice will be mailed the following year. The taxes are due that year.

IMPORTANT: Include your account number in space provided at the top of each page to help prevent double assessments.

Instructions**Account Number****Apr 30, 2001****Due Date**Penalty for
Late Filing**2001** For Taxes Payable
in 2002**Assessment Year****2 of 8****Page Total****Return to:** King Co. Dept. of Assessments
Personal Property Division
500 4th Avenue Room 807
Seattle WA 98104-2384**Reporting Format**

Previously reported information is not preprinted on this form. Update account information listing previously reported assets as well as newly acquired assets. Please provide all information requested.

Multi-Location Businesses

Multi-location businesses receive and should return a form for each business location. This enables us to allocate the value of each business location to its proper taxing district.

Property Listings

We provide a separate section to list each type of business property: business property, formerly leased business property now owned, leased property, building improvements, supplies and materials, laser disks, game cartridges and rental video tapes.

Contact this office for special reporting instructions if your business property includes: billboards, poster panels, motion picture film, reels or cases, title plants, or commercial fishing nets.

Rounding

Please round to the nearest dollar.

Category Code Selection

Select and enter the appropriate category code for each asset you report from the list below. This code will determine the depreciation rate for the property. This is an abbreviated list of the most common codes. You may obtain a complete category code listing by calling this office.

Business Property and Formerly Leased Category Codes Only

Code	Description	Code	Description
30	Agr. M&E Except Tractor	346	Mfg. M&E Metal
680	Art Works & Antiques	340	Mfg. M&E Other
400	Auto Repair M&E	271	Mobile Equipment
112	Bank Machines	642	Non-Deprec Special Equipment
420	Cablevision	390	Non-Mfg. M&E All Other
141	Cash Registers & Scanners	490	Office Machines
260	Coin-Op Machines	617	Point of Sale Computer Systems (POS)
610	Computer Equipment	500	Portable Bldg/Office Trailer
270	Construction General	347	Printing & Publishing Equipment
290	Construction Road M&E	450	Prof. Equip. Medical/Dental
130	Copiers	411	Radio/TV Broadcast Equipment
150	Dies/Molds Foundry	630	Radios 2-Way
110	Electronic M&E	370	Refrig/Cooler/Ice Equipment
171	F&F Bank	460	Rental Equipment
200	F&F Hotel/Motel	470	Research M&E
170	F&F Office & Wholesale	640	Vault Doors
410	F&F Rest/Bar/Tav & Equipment	114	Security/Fire Alarm Sys
180	F&F Retail/Trade	590	Signs
392	Forklifts	600	Small Tools/Patterns
240	Libraries Professional	612	Software – Canned
117	Med Diagnostic/Lab Equipment	613	Software – Custom
350	Mfg. M&E Aircraft/Winery	611	Telephone/Fax Equipment
330	Mfg. M&E Apparel	550	Tower/Satellite Dish
342	Mfg. M&E Food	380	Warehouse Equipment
345	Mfg. M&E Mach & Vehicle	670	X-Ray Dental/Lab Equipment

Building Improvements Category Codes Only

Code	Description	Code	Description
702	Architect/Design Fee	790	Interior
704	Asphalt	794	Labor
706	Awnings	796	Land Improvements
710	Blinds	800	Leasehold Improvements
714	Booths	802	Lighting Installation
716	Cabinets	806	Locks
720	Carpentry	812	Material
722	Carpet & Rugs	820	Miscellaneous
726	Ceiling	824	Office/Bldg/Additions
728	Compressor & Air Lines	826	P/A, Music & Sound Sys
730	Computer Room	828	Painting
732	Computer/Fax/Phone Sys	832	Plumbing
734	Concrete	840	Refrigeration
736	Construction	842	Remodel
740	Counter/Counter Top	844	Repair
748	Display Cabinets	846	Roof
750	Dividers & Partitions	850	Security/Fire Alarm Sys
754	Door & Door Opener	854	Shelving
756	Drapes	856	Signs
760	Electrical Fix & Lights	864	Sprinkler & Water Line
762	Electrical Wiring	870	Storage
764	Exhaust System/Hood	872	Structural
766	Fence	876	Tile
770	Floors & Covering	882	Wall & Wall Covering
784	HVAC	884	Windows

Taxpayer InformationApr 30, 2001
Due DatePenalty for
Late Filing2001 For Taxes payable
in 2002

Assessment Year

3 OF 8

Page Total

Return To:

King Co. Dept. of Assessments
Personal Property Division
500 4th Ave RM 807
Seattle, WA 98104-2384

Account Number

Taxpayer Name:

Business Name:

Attention:
Mailing Address

Physical Location:

Phone

Fax

Business Description

SIC

UBI#

Levy Code

Business Type Code

State of Incorpor.

Update account information in the blank boxes next to each preprinted line. Two sets of name and address information are requested: taxpayer name and address to identify who should be contacted if we have questions, and the business name and location of its assets in the county.

Business Type CodesS-Sole Proprietorship C-Corporation
P-Partnership O-Other

Enter state of incorporation for Corporation (type C) or description for type O.

Business Change of Status**A. Business Sold - Include copy of sales agreement or bill of sale**

New Owner's Name

Date of Sale

Mailing Address

Phone

Method of Ownership Transfer

☐ Deed☐ Title Transfer☐ Bulk Sale☐ Contract☐ Repossession☐ Stock Transfer

\$ Total Sales Price

\$ Equipment

\$ Inventory

\$ Bldg. Improvements

\$ Intangibles

\$ Other

Return only this page of the form when either section A (Business Sold) or section B (Business No Longer Operational) is completed. In these cases, sign and return this page.

Complete this section if business sold
Enter business sale information, including components of the total sale price and attach a copy of the sale agreement or bill of sale.
Inventory and separately listed intangible personal property are not assessed

Enter out-of-business information here if the company is no longer operating. Show address of any stored assets.

B. Business No Longer Operational

Date out of Business

Address of Assets if in storage - Physical Address

Disposition of Assets (Please Explain)

City/State/Zip

Sign and date the form

State law requires that unsigned forms be returned for signature. Signature must be by a: partner, company president, vice president, treasurer, accounting or other officer authorized by a power of attorney which is approved by and filed with the Assessor (RCW 84.40.190, WAC 458-12-065)

Check the appropriate box

To qualify, you must be a sole proprietor who is the head of a family, a widow or a citizen over 65 years with 10 years continuous residency. Claim this exemption on only one property return. The exemption reduces business property's taxable assessed value by \$3 000

Signature Block

Affidavit: I declare under penalties of perjury that this return (including any accompanying schedules and statements) has been examined by me. To the best of my knowledge and belief, it is a true, correct and complete listing of all taxable personal property (including consigned goods and leased equipment) in King County owned, held or controlled by the undersigned taxpayer.

Taxpayer Signature

Authorized Signer's Name

Signer's Title

Preparer's Name

Preparer's Phone

If you are a sole proprietor, do you claim Head of Family Exemption?

☐ Yes ☐ No

Ref Number (appraiser use only)

Are you a first time filer of affidavit?

☐ Yes ☐ No

[illegible]

Business Property Change Codes

N – New Item T – Transferred In/Out
S – Sold, Scrapped, Destroyed O – Omitted from previous year
C – Category code change E – Error

Revise reported property's description, cost and year acquired. Indicate the Revised Total and enter the change code best describing the reason for the change. Continue to report assets fully depreciated in your accounting records. Delete assets no longer in this county. If assets sold, please provide Revised Total.

Example: 1) A copier purchased in '88 for \$2,500 is sold and 2) replaced by a \$12,000 copier. 3) \$20,000 of assets incorrectly reported as all furniture actually includes a \$7,000 computer. Correct by changing the \$20,000 to \$13,000, and 4) list the computer separately. Remember to show the appropriate change codes and revised total.

List property not previously reported (for example, computers, office furniture, machinery, equipment, etc.) in this section. Provide the category code of the asset (from the Category Code table on the second page of the instructions), the year you acquired the asset, a brief description, and the cost. Report assets at 100% of cost, before trade-in allowance. Include freight and installation. Exclude sales tax. Do not list vehicles on which excise tax is paid.

Example: 1) You purchase \$9,000 worth of office equipment in '94. Add this property listing with a change code "N". 2) A \$4,000 computer purchased in '92 used in an office outside of King County is transferred to this location this year. List it with a "T change code.

Other Property

Account Number

Apr 30, 2001

Due Date

Penalty for
Late Filing

2001

Assessment Year

For Taxes Payable
in 2002

5 of 8

Page Total

Return to:

King Co. Dept. of Assessments
Personal Property Division
500 4th Avenue Room 807
Seattle WA 98104-2384

Code Description Number of Units

681	# of Laser Discs	
682	# of Game Cartridges	
683	# of Video Tapes	

Enter the number of units your business had available for rental at this location as of January 1.

Supplies, Materials and Other Expensed Items

Enter cost of items which do not become ingredients or components of articles for sale. Examples are: office, shop, janitorial or medical supplies, brochures and promotional items, fuel, spare parts and expensed small tools. For research companies this would include all raw material and supplies used in your research. (Software, furniture, fixtures and other items you may have expensed but have a life of more than one year are to be reported under the business property section of the return.) Enter cost of supplies or other expensed items on hand as of year-end or provide the monthly average cost. (1/12 of annual supply expense).

King Co. Dept. of Assessments
Personal Property Division
500 4th Avenue Room 807
Seattle WA 98104-2384

[illegible]

Formerly Leased Change Codes

P – Purchased from lessor T – Transferred In/Out
S – Sold, scrapped, destroyed O – Omitted from previous year
C – Category code change E – Error

Update previously reported information for formerly leased assets. Revise equipment costs and show change code in the white areas.

*Example: 1) A formerly leased, now owned, computer is sold.
Enter change code "S" and a zero (0) dollar amount as the
Revised Total.*

Example 2) A 3-year lease for a FAX machine ends and you purchase it from the lessor. Show cost as the Fax's purchase price at the lease start date.

List items formerly leased, rented, or on loan from others not previously reported. Show the category code (see the category code list), the year the lease began, the year the lease ended, and a short description of the asset. Show purchase price **AT THE BEGINNING OF THE LEASE**, not the lease “buyout” cost. Also show change code. If these assets are capitalized, please ensure they are not also included in the “Business Property” section.

Apr 30, 2001

2001

7 of 8

Return to:

King Co. Dept. of Assessments
Personal Property Division
500 4th Avenue Room 807
Seattle WA 98104-2384

Lessor

ID	Lease ID (as per Lessor)
----	--------------------------

Description

-- Year --

Began Ends

Monthly Rental

Selling Price

Code

Revised Total

[illegible]

Report all items leased, rented, or on loan from others. Do not report leased vehicles if excise tax for them is paid. Selling Price is the cost to lessee at start of lease, excluding sales tax, but including transportation and installation cost.

Example: Lease of a copier began last year. Provide new lease information

ID	Lessor Name
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Street

City/State/Zip

Phone

Enter new lessor information here. The “Lessor ID” code must correspond to the “Lessor ID” code for newly leased items you make above.

Example: New lessor's name and contact information

□ □ □ □ □

Apr 30, 2001

Penalty for Late Filing

2001

For Taxes Payable
in 2002

8 of 8

Return to:

King Co. Dept. of Assessments
Personal Property Division
500 4th Avenue Room 807
Seattle WA 98104-2384

Account Number

Due Date

Assessment Year

Page Total

1. Building/Office Space Lease Data

Lease Start:

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Term (Months):

Expiration (Year):

--

Lessor:

Phone:

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2. Conditions of Lease

In the lease contract, do building improvements become property of the lessor at the time of installation? ☐ Yes ☐ No

If your answer is "NO" do building improvements revert to lessor at termination of lease? ☐ Yes ☐ No

Does lease contract require removal of the building improvements upon completion of the lease term? ☐ Yes ☐ No

[illegible]

Building and Leasehold Improvements Listing

Category

[illegible]

Business Improvements Change Codes

M – Moved From Location T – Transferred In/Out
N – New Leasehold Improvements O – Omitted from previous year
S – Sold, Scrapped, Destroyed E – Error

Show changes to previously reported building and leasehold improvements. Provide change code and revised cost. See Example 1 below.

Add building and leasehold improvements not previously reported. Describe these well enough to identify each as business or real property. This will help prevent double assessment of listed property. Enter appropriate change code. See Example 2 below.

Example: 1) Signs and shelving moved with the company to new office spaces. Leasehold improvements stayed at the old location. Show “M” change code and a zero (0) Revised Total for leasehold improvements. Leave signs and shelving entries unchanged. 2) Many improvements were made to the new office, and are listed in detail with a change code of “N”.